

FTC-III-1

System Name:

Payroll Processing System -- FTC.

Security Classification:

Not applicable.

System Location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

General Services Administration, 1500 E. Bannister Road, Kansas City, Missouri 64131.

Categories of Individuals Covered by the System:

Individuals who, at the time the records are added to the system, are Commission employees.

Categories of Records in the System:

All payroll information on individual FTC employees, including basic employment information, pay and deduction information, and leave and tax information.

Authority for Maintenance of the System:

*5 U.S.C. 1301.*

Purpose(s):

To pay and compensate FTC employees properly in accordance with applicable laws and regulations and to maintain records of those payments.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

In addition to the disclosures generally permitted under *5 U.S.C. 552a(b)*, and the disclosure provisions described in Appendix I of this notice, records or information in these records may be specifically disclosed pursuant to *5 U.S.C. 552a(b)(3)* as follows, provided that no routine use specified either herein or in Appendix I shall be construed to limit or waive any other routine use:

(1) Records identifying the work schedule of an individual may be made available to other staff and the public;

(2) Referral of unemployment compensation information to state and local unemployment compensation boards; and

(3) Referral of information to the Office of Personnel Management (OPM) concerning pay, benefits, retirement deductions, and other information necessary for OPM to carry out its government-wide personnel management functions.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Stored in comprehensive payroll file folders at the system location in Washington, DC, and on computer disk and tape at the General Services Administration.

Retrievability:

Indexed by social security number.

Safeguards:

Hardcopy records maintained in lockable rooms and access to computerized records controlled by "user id" and password combination. Access restricted to those agency personnel whose responsibilities require access.

Retention and Disposal:

Records are retained according to National Archives and Records Administration schedule of retention and disposal.

System Manager and Address:

Director, Division of Budget and Finance, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification Procedure; Record Access Procedure; and Contesting Record Procedure:

See Appendix II.

Record Source Categories:

Pay forms completed by individual about whom the records are maintained; agency personnel records.